

Administrative Supervisor Job Description

Administrative Supervisors are responsible for the overall administrative functions of their organization and often oversee the support of executives, as well. They supervise administrative staff, office managers and staff assistants, offering guidance and training while delegating work tasks and running payroll. Their job is to ensure that day-to-day operations of their organization run smoothly.

Administrative Supervisors are in supervisory positions typically above all administrative and assistant staff. They work in a wide variety of industries for any company with a sizable administrative staff. According to the Bureau of Labor Statistics, the field is expecting average growth of about 8 percent through 2024.

Administrative Supervisor Duties and Responsibilities

In order to manage an organization's administrative functions, an Administrative Supervisor performs many different tasks. We analyzed job listings for Administrative Supervisors in order to identify these core duties and responsibilities.

Hire Administrative Staff

The Administrative Supervisor participates in the hiring process of administrative staff. They notify hiring department when additional staff members are needed and sometimes perform interviews and lead the review process. They make recommendations regarding all departmental personnel decisions including the hiring, promotion and firing of administrative staff members.

Train Administrative Staff

Providing guidance and coaching, the Administrative Supervisor trains all new incoming staff as well as provides any necessary additional training to current staff. These duties include processing new hire paperwork, orientation, and developing training programs that effectively implement all company policies and procedures.

Manage Administrative Staff

As the direct supervisor for administrative and support staff, the Administrative Supervisor is responsible for assigning job duties to individual staff members and

prioritizing workloads. They are also responsible for processing payroll for all of their employees. They ensure that tasks are completed in an effective and timely manner.

Evaluate Administrative Staff Performance

In order to ensure their team's ongoing success, the Administrative Supervisor must continually evaluate their staff members and provide feedback for improvement. They are also responsible for identifying areas of weakness, departmental inefficiencies and providing appropriate recommendations for resolving these issues. They ensure employees act in accordance with company policies and implement disciplinary action when necessary.

Perform Administrative Tasks

Administrative Supervisors also assist with administrative tasks as needed. This can include managing calendars, responding to

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